



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

REPLY TO  
ATTENTION OF:

DEC 07 2001

EAAG (600)

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy Letter #25 -- Officer Transition Counseling

1. The purpose of this memorandum is to highlight counseling requirements to encourage officers transitioning from active duty to join the reserve component.
2. The Officer Transition Counseling Program (OTCP) will be implemented to direct a focused effort to encourage separating officers to affiliate with a Reserve Component, Troop Program Unit (TPU) or Individual Ready Reserve (IRR). Success of this program will depend on command involvement. The first colonel in the chain of command or supervisor must personally counsel every officer who requests resignation. A brief synopsis of the counseling session, in memorandum format, will be included in the release from active duty (REFRAD) or resignation request. Refer officers who elect to separate from active duty to the installation REFRAD Officer Coordinator (IROC). The Army National Guard and the United States Army Reserve senior advisor positions are the IROCs for the Eighth United States Army. The IROC will refer the separating officer to the local RCCC for possible assignment to United States Army Reserve (USAR) or Army National Guard (ARNG) TPU. It is imperative that the RCCC talk with the officer as soon as possible following submission of the separation request in order to arrange the best possible ARNG and USAR assignment.
3. Our Army's future depends on retaining quality officers on active duty and the Reserve Components. We are committed to an integrated Total Force that provides the nation the capability and flexibility to successfully accomplish the full range of military operations. Our junior officers comprise an enormous pool of talent and experience that the Army simply cannot afford to lose.
4. The Eighth United States Army web page contains counseling tips for separating officers including the advantages of joining the Army National Guard and the United States Army Reserve. Go to <https://www-eusa.korea.army.mil> and click on Officer Transition Counseling to see this information.

EAPC-PM-R (600)

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5. We should do our absolute best to convince officers contemplating separation to stay on active duty, but if they are intent on leaving then urge them to affiliate with a USAR/ARNG unit or the IRR. Officer retention is critical to the success of the both the active Army and our Reserve Components. Please give this program your best effort.

A handwritten signature in black ink, appearing to read 'D. Zanini', with a long horizontal line extending to the right.

DANIEL R. ZANINI  
Lieutenant General, USA  
Commanding